

# Comparisons of Job Characteristics

**Focus Occupation:** [Library Assistants, Clerical \(43-4121\)](#)

**Associated Occupation:** [Librarians \(25-4021\)](#)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

|    |  |
|----|--|
| << | Focus occupation element is much lower             |
| <  | Focus occupation element is lower                  |
| 0  | Focus occupation element is at a similar level     |
| >  | Focus occupation element is at a higher level      |
| >> | Focus occupation element is at a much higher level |

## Knowledge

Similarity of Focus Occupation to Associated Occupation: 87

**Focus Occupation:** Library Assistants, Clerical (43-4121)

**Associated Occupation:** Librarians (25-4021)

| Associated Occupation's Key Knowledge Elements | Average Rating, All Occupations | Associated Occupation's Rating | Focus Occupation's Rating | Evaluation of Focus Occupation                            |
|--|---------------------------------|--------------------------------|---------------------------|---|
| English Language                               | 11.2                            | 17.7                           | 13.6                      | << Extensive education and/or training may be required    |
| Customer and Personal Service                  | 11.3                            | 15.9                           | 16.2                      | 0 Current knowledge level may be sufficient               |
| Computers and Electronics                      | 8.4                             | 15.1                           | 12.7                      | < Expanded education and/or training may be required      |
| Education and Training                         | 9.2                             | 15.1                           | 7.4                       | << Extensive education and/or training may be required    |
| Clerical                                       | 7.3                             | 13.0                           | 17.3                      | >> Current knowledge level is likely more than sufficient |
| Communications and Media                       | 5.3                             | 10.1                           | 6.9                       | << Extensive education and/or training may be required    |
| History and Archeology                         | 2.6                             | 8.8                            | 5.5                       | << Extensive education and/or training may be required    |
| Sociology and Anthropology                     | 4.1                             | 8.6                            | 5.1                       | << Extensive education and/or training may be required    |
| Philosophy and Theology                        | 3.2                             | 6.7                            | 2.5                       | << Extensive education and/or training may be required    |

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Skills

Similarity of Focus Occupation to Associated Occupation: 90

**Focus Occupation:** Library Assistants, Clerical (43-4121)

**Associated Occupation:** Librarians (25-4021)

| Associated Occupation's Key Skills Elements | Average Rating, All Occupations | Associated Occupation's Rating | Focus Occupation's Rating | Evaluation of Focus Occupation |
|---|---------------------------------|--------------------------------|---------------------------|--------------------------------|
|---|---------------------------------|--------------------------------|---------------------------|--------------------------------|

|                                  |     |      |      |    |  |
|----------------------------------|-----|------|------|----|--|
| Writing                          | 9.2 | 12.2 | 7.9  | << | Extensive development of skills in this area may be required |
| Instructing                      | 7.8 | 10.7 | 7.3  | << | Extensive development of skills in this area may be required |
| Service Orientation              | 7.9 | 10.7 | 10.6 | 0  | Current skill level may be sufficient                        |
| Management of Material Resources | 3.7 | 5.8  | 4.9  | <  | A higher skill level may be required                         |

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

| Abilities   |                                 | Similarity of Focus Occupation to Associated Occupation: 93 |                           |                                |  |
|---|---------------------------------|---|---------------------------|--------------------------------|--|
| Focus Occupation: Library Assistants, Clerical (43-4121)<br>Associated Occupation: Librarians (25-4021) |                                 |   |                           |                                |  |
| Associated Occupation's Key Abilities Elements  | Average Rating, All Occupations | Associated Occupation's Rating                              | Focus Occupation's Rating | Evaluation of Focus Occupation |  |
| Oral Comprehension  | 12.5                            | 15.1  | 11.8                      | <<                             | Extensive improvement in abilities may be required |
| Written Comprehension   | 11.0                            | 14.8  | 10.7                      | <<                             | Extensive improvement in abilities may be required |
| Written Expression  | 9.8                             | 13.6  | 8.5                       | <<                             | Extensive improvement in abilities may be required |
| Near Vision   | 11.1                            | 12.8  | 10.6                      | <                              | Some improvement in abilities may be required      |
| Information Ordering  | 9.9                             | 11.9  | 10.0                      | <                              | Some improvement in abilities may be required      |
| Category Flexibility  | 9.0                             | 11.4  | 9.3                       | <                              | Some improvement in abilities may be required      |
| Memorization  | 5.6                             | 7.9   | 5.9                       | <<                             | Extensive improvement in abilities may be required |

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

| Activities that Both Occupations Have in Common   |                         | Similarity of Focus Occupation to Associated Occupation: 94 |
|---|-------------------------|---|
| Focus Occupation: Library Assistants, Clerical (43-4121)<br>Associated Occupation: Librarians (25-4021) |                         |   |
| Work Activities   | Exclusivity of Activity |   |
| Answer customer or public inquiries   | 41                      |   |
| Arrange library materials   | 95                      |   |
| Catalog or classify materials or artifacts  | 82                      |   |
| Classify information according to content or purpose  | 92                      |   |
| Design library displays   | 95                      |   |
| Index information resources   | 87                      |   |
| Maintain records, reports, or files   | 5                       |   |

|  |    |
|--|----|
| Make presentations                                 | 13 |
| Monitor and control library resources              | 99 |
| Organize reference materials                       | 82 |
| Use computers to enter, access or retrieve data    | 3  |
| Use library or online Internet research techniques | 21 |
| Use oral or written communication techniques       | 1  |
| Use public speaking techniques                     | 13 |

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Tools and Technologies that Both Occupations Have in Common

Similarity of Focus  
Occupation to Associated  
Occupation: 94

**Focus Occupation: Library Assistants, Clerical (43-4121)**  
**Associated Occupation: Librarians (25-4021)**

| Tools and Technologies                  | Exclusivity |
|---|-------------|
| Business function specific software     | 1           |
| Calculating machines and accessories    | 3           |
| Computer data input devices             | 2           |
| Computers                               | 1           |
| Content authoring and editing software  | 1           |
| Content management software             | 6           |
| Data management and query software      | 1           |
| Duplicating machines                    | 6           |
| Industry specific software              | 1           |
| Microfilm equipment and supplies        | 43          |
| Network applications software           | 1           |
| Personal communication devices          | 2           |
| Product and material transport vehicles | 13          |
| Projectors and supplies                 | 13          |

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.